

In This Building Block:

■ How to enroll

ENROLLING IN THE PLAN

Enroll when you wish

You may enroll, reenroll, or make changes in your deferral amount any month. The effective date will be the first or second pay period of the next month (or any subsequent month).



Deferrals are made by payroll deduction only. You complete an Enrollment Form, and it is

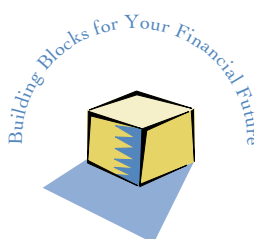
your payroll office's responsibility to deduct the amount you authorize.

Your completed Enrollment Form should be returned to your agency liaison or directly to the Department of Central Management Services. In case of an error, notify your agency liaison so corrections can be made as soon as possible from subsequent paychecks.

I'm ready...how do I enroll?

You may use the form in this guide. Or, if you need additional forms, call the Deferred Compensation Office at 800/442-1300, 217/782-7006, or 800/526-0844 (TDD/TYY for the hearing impaired), or contact your agency liaison. However, before enrolling in this Plan, please read the Summary Plan Description in the Appendix of this booklet.

If you wish to enroll or reenroll, use the Enrollment Form on the next page. If you are enrolling for the first time, you must also complete a Beneficiary Form found in this section and return it to your agency liaison. If you wish to change your beneficiary(ies), use the Beneficiary Election Form. Send your completed forms to your agency liaison.



A copy of your approved Enrollment Form will be returned to you by your agency liaison. If you have not received a copy of this form within two weeks of the effective date, please call the Deferred Compensation Office at 800/442-1300 or 217/782-7006.